

CITY PLANNER

POSITION SUMMARY: Under the supervision of the Director of Community Services is responsible for professional planning work, assisting in maintaining and interpreting a city master plan, preparing research analyses and reports, and assisting in the execution of urban renewal and related projects.

SUPERVISION RECEIVED: Work is performed under the supervision of the Director of Community Services.

SUPERVISION EXERCISED: Subordinate personnel and volunteers.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Assists the Director of Community Services in developing plans and goals related to planning and urban redevelopment in accordance with community needs, demographic trends, and City vision.
2. Works cooperatively with the Director, City Manager, City Council, Planning Commission, Community Development Committee, Parks and Recreation Commission, City departments and others to establish priorities, develop management plans, coordinate activities and implement a variety of special projects.
3. Conducts research into the economic, fiscal, physical, social and circulatory structure of the City. Performs professional planning and related work in the maintenance of a master plan and interprets and revises the plan as required.
4. Prepares comprehensive plans with respect to land use, zoning, transportation, recreation, open space, public utilities and other maps for use in planning city development. Analyzes topographical and site location plans for municipal planning use or approval.
5. Analyzes requests for rezoning, site plan approvals, special use approvals, subdivisions and other private development proposals. Assists in the execution of urban renewal, redevelopment or related programs. Assists in various activities involved in purchasing and selling lands.
6. Assists in the recruitment and hiring of personnel. Assigns work, supervises personnel, evaluates performance, mentors, and oversees training and professional development.
7. Works cooperatively with the Director, City Manager, and other designees in preparing various reports, displays, resolutions and ordinances and presents information to the City Council. Presents and makes recommendations to the City Planning Commission and other boards, commissions and committees as necessary.
8. Confers with Director of Community Services, staff and other officials in exchanging information on city planning, zoning, subdivision control and related activities.
9. Promotes public interest in planning activities through presentations to community groups, organizations and design charettes. Maintains positive, cooperative working relationships with city staff, peer agencies, boards, commissions and committees, vendors,

consultants and volunteers.

10. Assists in the preparation of the annual Planning and Community Development budgets and oversees the expenditure of approved funds in accordance with accepted fiscal practices, and state and local regulations.
11. Investigates and responds to inquiries and complaints from citizens, businesses, the Planning Commission, other boards, commissions, committees and other City departments.
12. Keeps abreast of Legislative and regulatory developments. Keeps abreast of new developments in the field and current issues through continued education and professional growth.
13. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A Bachelor's degree in City and Regional Planning, Urban Planning, Public Administration or a related field; or equivalent combination of education, training and experience. A master's degree in planning or Public Administration is desirable.
- B. Certification by the American Institute of Certified Planners required.
- C. Six years of progressively responsible work related to Planning and Community Development, including supervisory experience.
- D. Demonstrates thorough knowledge of the principles and practices of local government administration including the principles and practices of city planning, community development, zoning, redevelopment and rehabilitation.
- E. Demonstrates knowledge of procedures used in the collection and analysis of data related to short- and long-range planning.
- F. Thorough knowledge of HUD's Community Development Block Grant Program and ability to locate and secure alternative funding including state and federal grants.
- G. Has established effective working relationships and uses tact, good judgment and resourcefulness when working with staff, vendors, consultants, peer agencies, volunteers and the public.
- H. Communicates effectively and presents ideas orally and in writing for varied audiences.
- I. Proven ability to think strategically and to prioritize and set goals.
- J. Considerable knowledge of training and supervisory techniques. Demonstrates skill in planning, organizing, scheduling, directing and coordinating work activities.
- K. Demonstrates competence in gathering and analyzing data for the purpose of preparing accurate and timely reports, memoranda, letters and responses to requests for

information.

- L. Demonstrates proficiency in the use of information technology including software applications related to areas of responsibility and has the ability to quickly learn other technology as necessary.
- M. Reasonable knowledge of the principles and practices of civil or architectural engineering, landscape architecture and skill in the use of drafting instruments.
- N. Ability to work effectively within deadlines, under stress, and with changing work priorities.
- O. Possession of a valid Michigan motor vehicle operator's permit.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The employee may regularly be required to travel to multiple locations within the City, to other communities, and out of state. The noise level in the work environment is usually quiet.

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